



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

*Department of Criminal Justice Information Services*

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## **NOTICE: Important Changes to the Massachusetts iCORI System**

To improve the features and functionality of the iCORI system, as well as to extend service to constituents previously unable to take advantage of the program, the Massachusetts Department of Criminal Justice Information Services (DCJIS) has implemented the following changes:

### **Updates affecting all users:**

- The Terms and Conditions and Terms of Use for account registration and submission of requests have been updated and must be reviewed by each iCORI user.
- Users wishing to submit multiple names for one individual on a single request will now have the ability to submit up to four additional last names on any single request, electronic or paper. No extra fee will be charged for any additional names entered into a single request.
- Updates have been made to the CORI Acknowledgement form to include additional fields for multiple last names. Please use this updated version for all CORI requests. The updated version is available at [mass.gov/cjis](http://mass.gov/cjis).

### **Changes/updates to the registration process:**

- The NECS number currently required for both Public and Private schools accredited in Massachusetts is no longer required.
- An Hospice account type has been added to the Health Care Account Type webpage. Organizations wishing to register under this account type will need to provide the following information:
  - Department of Health License Number
  - Department of Health License Expiration Date
- An Adult Day Health Care account type has been added to the Health Care Account Type webpage. An Organization wishing to register under this account type will need to provide its Federal Tax Identification Number.
- The Volunteer Organization link on the Organization Account Type page has been changed to read: Volunteer Organization: Camp, Children's Program. When selected, the

following page will now include the option Volunteer Organization (Progs. for Children under 18).

- An Elder Services account type has been added to the Health Care Account Type page. A Federal Tax Identification Number is required for this account type.
- A Regional Transit Authority account type has been added and can be accessed from the Government Agency Level page.
- All Credit Reporting Agencies and Private Investigators will now be required to submit a Federal Tax Identification Number.
- The Bank Account type has been changed to read Bank/Credit Union on the Employer Account Type Account page. Additionally, the required “FDIC Certificate No.” field has been changed to “FDIC Certificate/NCUA No.” and will now accept the entry of NCUA numbers.
- A Navigator account type has been added and can be accessed from the Employer Account Type page.
- A Firearms Dealer account type has been added and can be accessed from the Employer Account Type page. The following information is required for this account type:
  - MIRCS License Number
  - MIRCS License Number Expiration Date
  - Federal Tax Identification Number

**Changes/updates to the CORI request process by organizations:**

- The AmeriCorps purpose has been removed for all licensing-related purposes.
- All electronic requests will be returned with a Certified Cover Letter. This will eliminate the need to specifically request a certified copy of a CORI report.
- A check box has been added to the iCORI registration screens for organizations which will allow an organization’s iCORI representative to indicate that his/her address is the same as the organization’s address.
- An “Investigation” Purpose Code has been added for the 172A-CJIS Requestor Type.



**Changes/updates to the CORI request process by individuals, attorneys, advocates or designated representatives:**

- Indigency waivers for Personal Requests can now be submitted electronically. These requests will be reviewed by DCJIS staff and users will be notified via email of denials. Requests with approved indigency waivers will be processed as all other requests.
- Attorneys entering a valid BAR number will no longer be required to enter their Social Security Number.
- Social Security Number will no longer be required for Open Access requests.
- Personal or On-Be-Half-Of requests will now include a field to enter a PCF number for both electronic and paper requests.